

United Way
of Mesa County



How to Start a Workplace Campaign

- ✓ Having CEO/Manager/President **support** is key.
- ✓ Select an **Employee Campaign Coordinator**. This is someone in the office that can rally the troops and will be the main contact for United Way of Mesa County.
- ✓ Contact Amanda at United Way (243-5364) to **request campaign materials**.
 - These include the pledge forms, Reports to the Community (which detail where funds were allocated), ideas and tips for running your campaign.
- ✓ Plan a **SHORT** enrollment campaign. Hand out pledge forms on a **Monday** and ask for them back on a **Friday**. Highlight the payroll deduction option as an easy way to give a little at a time, but makes a big difference in the long run!
- ✓ Ask Amanda to come **speak at a staff meeting** to your employees about United Way. Consider requesting (from UW) a representative from one of the funding agencies to attend with Amanda.
- ✓ Feel free to take advantage of the fun by taking on the campaign theme (this year, it's **The Wild West!**) . The campaign theme is there to assist you if you would like to hold special events (maybe challenge one department to another- who can get the most employees to a BBQ where it is \$5 for the food and the money goes to UW, for example).
- ✓ Fill out the **Campaign Summary Report** with the results of your campaign and put all returned pledge forms into the envelope and return to Amanda. Don't forget to give your HR department copies so that they can start payroll deduction!
- ✓ **Feel good about making an impact on our community here in the Grand Valley!**

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50 Years of Smart Philanthropy